



JOB DESCRIPTION

Position Title: **Associate Technician**

Working Title: **Permit Technician**

Class Code: 3012

Non-Exempt

EEO Code: 06

Effective Date: August 29, 2002

Major Function

Clerical work involving the acceptance of building permits applications and issuance of building permits.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Reviews, determines type, and estimates appropriate cost for building permits to be issued to builders, contractors, and private individuals. Types and issues appropriate permits for commercial and residential construction. Processes permit applications by entering into computer and processing with other departments and agencies as required. Collects appropriate fees for permits issued by the Planning and Development Department.

Examines building plans, blueprints, specifications, and sketches submitted to the Building & Fire Division to ensure the receipt of required documentation for the permit application. Inserts applicable details on permit applications, which do not correspond with County records and/or requirements. Approves or disapproves Zoning permits.

Receives and processes funds for the Comprehensive Planning Division. Balances daily receipts' and prepares deposit for County Finance. Maintains licensing records for contractors and collects appropriate licensing fees.

Assists applicants with the permit application process by examining and/or answering questions concerning types of permits needed, processing steps involved, or any other pertinent information. Assists phone and counter customers with obtaining Zoning information. Assists Inspectors via radio contact as needed.

Performs other duties as assigned or as may be necessary.

Minimum Qualifications

Knowledge of applicable laws, regulations, and ordinances governing the issuance of permits. Knowledge of various types of permits to be issued.

Ability to determine and calculate the type of permit, costs, and fees applicable to each permit request. Ability to establish and maintain an efficient working relationship with the general public and co-workers. Ability to read and interpret building plans, blueprints, specifications, and sketches. Attention to detail is essential.

Skilled in the use of standard office equipment and personal computers, as well as associated software.

High School Diploma or GED and one (1) year experience in a permit issuing agency, tag agency or related work environment.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this classification is in an office setting. Most duties are performed either sitting at a desk or standing at a counter to provide customer assistance. Incumbents are exposed to electrical energy found in a normal office setting.